



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND**  
**7 FENWICK ROAD**  
**FORT MONROE, VIRGINIA 23651-1049**

ATCM

14 December 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the 2007 United States Army Active Component and Reserve Component Drill Sergeants of the Year (DSOY) Competition

1. Purpose. To prescribe procedures for selecting the DSOY for the Active and Reserve Components of the United States Army. The DSOY competition will be conducted at TRADOC Headquarters, Ft. Monroe, VA and Ft. Eustis, VA from 17-22 June 2007.

2. Participants.

a. Installations and U.S. Army Reserve (USAR) Training Divisions that conduct Initial Entry Training (IET), e.g., Basic Combat Training (BCT), One Station Unit Training (OSUT), or Advanced Individual Training (AIT) will nominate one Drill Sergeant (DS) to represent their installation or Training Division IAW TRADOC Regulation 350-16, Chapter 4, dated 16 February 2005. Nominees failing to meet the eligibility criteria of TRADOC Regulation 350-16, will be disqualified. Each installation/Div(IT) will nominate a runner up. In the event their DSOY nominee cannot compete, the runner up will be present.

b. Installations that have a DS listed on their Table of Distribution and Allowance (TDA), but have assigned the DS to a distant location to perform DS duties, will ensure the DS is considered in the DSOY selection process at the installation that has proponency.

3. Nominee's packet must arrive no later than 18 May 2007. Send packet to: HQ TRADOC, OCSM, 7 Fenwick Rd, Bldg 37, Fort Monroe, VA 23651-1049. Each packet will be reviewed by all CSMS on the board although **no points will be awarded for the packet.**

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Each packet will be placed in a one-inch plain white binder and will only contain the following items with each item placed in a separate document protector:

- a. Table of contents.
- b. One certified copy of the Enlisted Record Brief (AC) or DA Form 2-1 and 2A (RC).
- c. One page typed biography using Microsoft Word. (See examples at <http://dsoy.usaac.army.mil> or <http://www.monroe.army.mil/csm/Forms.htm>) Scroll down to Drill Sergeant of the Year Information Page then click example biography.
- d. One original copy of TRADOC Form 298-R completely filled out to include the complete unit address with zip code. (This form is also located on the web at the above addresses)
- e. One 8" x 10" DA photograph in Class A uniform.
- f. DD Form 2266, Hometown News Release, completely filled out.
- g. Contact the Executive Administrative Assistant (OCSM), to coordinate the sending of electronic file copies of the biography and DA photo, no later than 18 May 2007.

4. Installations/Training Divisions should hold their board prior to the end of April to allow maximum time for preparation. If an organization does not plan to participate in the competition they will notify HQ TRADOC, OCSM no later than 04 May 07, using the POC information provided in paragraph 8 of this memorandum.

5. Events. Each nominee will:

- a. Take an Army Physical Fitness Test (APFT) and have weight/height screened. Candidates will also be taped if applicable. Those who exceed the body fat screening table will be disqualified from the DSOY competition in accordance with TRADOC Regulation 350-16, Chapter 4.

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b. Be evaluated on selected performance tasks listed in Enclosure 1. The performance tasks are selected from basic core subjects taught and reinforced to all IET soldiers by Drill Sergeants, regardless of BCT, OSUT, or AIT assignment and can be found in TRADOC Pamphlet 600-4 and STP 21-1 SMCT.

c. Appear before a board of Sergeants Major.

d. No competitor is authorized to bring a sponsor, family member or significant other.

e. Arrive no earlier than Saturday, 16 June 2007.

f. Not be authorized/reimbursed for a rental car. All transportation will be provided by Shuttle Buses and detail drivers that will transport all competitors to and from the appointed places. POV's are not authorized for use during the competition.

6. Selection Procedures. Following the receipt of nominations at TRADOC HQ, a board will be conducted (composed of selected Sergeants Major). The board will select a winner for both the Active and Reserve Components based on the following:

a. The nominee's performance on the APFT.

b. The nominee's performance on hands-on tasks selected from the list provided in enclosure 1.

c. The nominee's performance and ability to answer questions before a board of Sergeants Major.

d. A nominee will be terminated from the competition for those issues listed in TRADOC Regulation 350-16, Chapter 4-2, paragraph d.

7. Uniform. See Enclosure 3.

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8. Points of Contacts for this memorandum are as follows:

a. Active Component Drill Sergeant of the Year at DSN 680-2860, COM 757-788-2860, CELL 757-814-1956

b. Reserve Component Drill Sergeant of the Year at DSN 680-4793, COM 757-788-4793, CELL 270-304-9172

c. Executive Administrative Assistant (OCSM) at DSN 680-4133, COM 757-788-4133

9. Use the above contact information to confirm receipt of this MOI or to address any questions or concerns pertaining to the 2007 DSOY Competition.

10. Once again, congratulations on being selected to represent your organization.

FOR THE COMMANDER:

3 Encls

1. Performance and Hands-On
2. General Information
3. Packing List

*//Original Signed//*  
JOHN D. SPARKS  
Command Sergeant Major, USA

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DISTRIBUTION:

CSM,

U.S. Army Combined Arms Center, Ft. Leavenworth, KS

U.S. Army Combined Arms Support Command & Ft. Lee, Ft. Lee, VA

U.S. Army Accessions Command, Ft. Monroe, VA

U.S. Army Field Artillery Center & Ft. Sill, Ft. Sill, OK

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Leonard Wood, MO

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U.S. Army Air Defense Artillery Center & Ft. Bliss, Ft. Bliss,  
TX

U.S. Army Transportation Center & Ft. Eustis, Ft. Eustis, VA

U.S. Army Soldier Support Institute, Ft. Jackson, SC

U.S. Army Medical Department Center & School, Ft. Sam Houston,  
TX

U.S. Army John F. Kennedy Special Warfare Center & School, Ft.  
Bragg, NC

U.S. Army Ordnance Center & School, Aberdeen Proving Ground, MD

U.S. Army Ordnance Munitions & Electronics Maintenance School,  
Redstone Arsenal, AL

U.S. Army Quartermaster Center and School, Ft. Lee, VA

Defense Language Institute Foreign Language Center, Presidio of  
Monterey, CA

80<sup>TH</sup> USAR DIVTNG, Richmond, VA

95<sup>TH</sup> USAR DIVTNG, Oklahoma City, OK

98<sup>TH</sup> USAR DIVTNG, Rochester, NY

100<sup>th</sup> USAR DIVTNG, Louisville, KY

104<sup>th</sup> USAR DIVTNG, Vancouver, WA

108<sup>th</sup> USAR DIVTNG, Charlotte, NC

## **PERFORMANCE AND HANDS-ON TASKS**

1. Board References. Subject areas with current changes that may be used by board members for questions are:

a. TRADOC Regulations:

350-6	(30 Dec 05)
350-16 (INCL C-1)	(16 Feb 05)

b. Army Regulations:

350-1	(13 Jan 06)
600-8-22	(25 Feb 95)
600-9	(01 Sep 06)
614-200 (Chap 8, Section III)	(02 Aug 05)
635-200	(06 Jun 05)
670-1	(03 Feb 05)

c. Field Manuals:

STP 21-1-SMCT	(02 Oct 06)
7-0	(22 Oct 02)
3-22.9 (INCL C-1 thru C-4)	(22 Jan 04)
3-21.5 (INCL C-1)	(07 Jul 03)
6-22	(12 Oct 06)

d. TRADOC PAM: 600-4	(01 Sep 06)
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e. The Drill Sergeant, NCO, and Soldier's Creeds, Army Support Organizations, the BCT POI, Drill Sergeant School Module Book, Warrior Tasks and Drills, and all Training Support Packages may also be included.

2. The performance tasks evaluated will be selected from the following list:

- a. All Warrior Tasks and Battle Drills
- b. Land Navigation (Competitors must know their pace count)
- c. Basic Rifle Marksmanship (M16A2)
- d. Surprise Tasks
- e. Rest Positions at the Halt
- f. Facing to the Left Flank
- g. Marching to the Rear
- h. 15 Inch Step to the Right
- i. Order Arms
- j. Port Arms from Order Arms and Order Arms from Port Arms

## **PERFORMANCE AND HANDS-ON TASKS**

- k. Left Shoulder Arms from Order Arms and Order Arms from Left Shoulder Arms
- l. Salute at Sling Arms
- m. Count Off, Stack Arms and Take Arms
- n. Forming, Aligning, and Dismissing the Squad
- o. Opening and Closing Ranks
- p. Change the Direction of a Column from the Halt Column Left
- q. The Rower
- r. The Bent Leg Body Twist
- s. The Mountain Climber

### **3. Grading.**

a. The APFT will be graded IAW FM 21-20 standards.

b. The performance and hands on tasks will be to the same standard as an IET soldier using the performance measures out of the TRADOC Pam 600-4 and STP 21-1 SMCT.

c. When modules are selected, they will be graded the same as in Drill Sergeant School, with the exception of not being told to "Close out your method of instruction" or that "You are becoming ineffective." You will simply receive point deductions for missed pertinent points. The candidate will recite the module from steps one through three only once.

## **GENERAL INFORMATION**

### **1. Arrival to Fort Eustis.**

a. All nominees will arrive NLT 1000 on 17 June 2007 to ensure sufficient preparation time for the competition registration starting at 1200. Summer IPFU is required for registration.

b. If arriving by air, arrive at the Newport News/Williamsburg or Norfolk International Airport. The Newport News/Williamsburg airport is closest to Ft. Eustis. Competitors can arrange for transportation to Ft. Eustis by providing their flight information to the AC DSOY, NLT 1 June 2007.

c. The location on Ft. Eustis to report to has not been determined. Detailed instructions will be provided at a later date. Competitors need to have their Government Credit Card.

### **2. Billeting.**

a. Competitors should be prepared to live in a FOB or barracks.

b. Transportation will be provided throughout the week. Competitors will receive a welcome packet upon arrival.

3. Dinner Fee. A dinner fee will be collected during registration. The price of the dinner is not yet determined. You will be able to pay in cash or by check payable to TRADOC Protocol. A receipt will be issued for all funds. The dinner will be held on 21 June 2007, and is mandatory for all candidates.

### **4. Ceremony.**

a. The 2007 Drill Sergeants of the Year will be announced at the Drill Sergeant of the Year ceremony on 22 June 2007 at Continental Park, Fort Monroe, VA.

b. The uniform for the ceremony is ACU, Campaign hat/Bush hat.

c. The 2007 DSOY's will be honored by HQ, Department of the Army, at a later date to receive the Stephen Ailes and Ralph E. Haines Awards.

## GENERAL INFORMATION

5. Uniforms Needed. The below listed uniforms will be needed for the week of events:

a. Class A uniform with long sleeve shirt. No skirt required.

b. Army Combat Uniform complete.

c. Army physical fitness uniform with running shoes (IPFU). No unit or personal physical fitness uniforms are authorized for the APFT, weigh-in, body fat taping or the DSOY Run.

d. Civilian casual attire (**Males: slacks, open collar shirt / Females: dress or pantsuit**). There will be no tennis shoes, jeans or shorts worn at the dinner on 21 Jun 07.

6. Departure.

a. Departure may take place any time after 1500, 22 June 2007. Allow 2 hours for travel to the airport.

b. The winners will be conducting interviews and fulfilling administrative requirements immediately following the ceremony. The winners will also attend a dinner hosted by the 2006 AC/RC DSOYs. They may depart anytime on 23 June 2007.

## PACKING LIST

### ITEM

KEVLAR OR ACH W/COVER AND CAMOUFLAGE BAND  
LBV/LCE  
PATROL CAP (ACU)  
2 CANTEENS WITH COVER  
1 CANTEEN CUP  
2 AMMO POUCHES  
1 FLASHLIGHT W/RED LENS AND BATTERIES  
FIRST AID POUCH WITH DRESSING  
LARGE RUCKSACK WITH FRAME  
EAR PLUGS WITH CASE (TRIPLE FLANGE)  
WEAPONS CLEANING KIT COMPLETE  
WET WEATHER TOP  
WET WEATHER BOTTOMS  
1 WET WEATHER BAG  
SLEEPING BAG  
7 UNDERSHIRTS  
7 PAIR SOCKS  
7 PAIR UNDERWEAR  
3 PAIRS ACU'S  
2 PAIR OF BOOTS  
2 PAIR TRUNKS, RUNNING BLACK  
2 T-SHIRTS, GRAY, SHORT SLEEVE  
3 PAIR CALF OR ANKLE LENGTH PLAIN WHITE SOCKS  
RUNNING SHOES  
I.D. TAGS  
I.D. CARD  
1 PT REFLECTIVE VEST  
CLASS A'S COMPLETE WITH LONG SLEEVE SHIRT (NO SKIRT REQUIRED)  
CAMPAIGN HAT OR BUSH HAT  
PENS  
MECHANICAL PENCILS  
SHOWER SHOES  
TOWEL  
WASH CLOTH  
PADLOCK OR COMBINATION LOCK  
8 ½ IN X 11 IN NOTEBOOK  
POCKET NOTEBOOK  
PERSONAL HYGIENE ITEMS  
MOLESKIN (OPTIONAL)  
INSECT REPELLANT (OPTIONAL)